

# Home ownership administration fees 2021/22



This factsheet lists the administration fees that are payable for specific services or transactions provided to homeowners. We're unable to progress your request without this fee. These are not included in the annual service charge management fee.

Pre-sale enquiry pack (landlords enquiries)	£240.00
Pre-sale enquiry pack (updated information if the original pack is under six months old)	£60.00
Remortgage enquiry pack (100% leasehold)	£150.00
Notice of transfer	£102.00
Notice of charge	£102.00
Notice of transfer and charge	£204.00
Certificate of compliance / certificate of consent	£120.00
Resale nomination fee (shared ownership / shared equity)	Lease specific
Resale reservation fee (shared ownership / shared equity)	£500.00
Lease extension	£225.00
Lease extension (Equity loan customer)	£130.00
Enfranchisement (per unit)	£385.00
Home improvements (permission request basic – up to five requests)	£50
Home improvements (permission request - complex)	£225.00
Loft license / initial review and feasibility for loft sale	£350.00 / £450.00
Retrospective consent	£85.00
Deed of variation / rectification to lease	£50 – £225 (POA)
Approval of remortgage (shared ownership and RTB/RTA)	£130.00

Approval of remortgage and further advance (shared ownership)	£170.00
Buying more shares (staircasing)	£235.00
Repaying equity loan (including MyChoice HomeBuy, Starter Home Initiative, HomeBuy)	£235.00
Approval of transfer of ownership (shared ownership)	£200.00
Approval of transfer of ownership (equity loan)	£170.00
License to assign	£120.00
Subletting approval (leaseholders)	£30.00
Subletting approval with notice of underlet (leaseholders)	£102.00
Subletting deed of variation (leaseholders)	£170.00
Subletting license (shared owners only)	£170.00
Buildings Insurance confirmation of provision "Comfort letter"	£60.00
Copy of lease (if available from our files / land registry)	Free of charge
Copy of lease/title register (electronically from HM Land Registry)	£12.00
Paper copies of standard enquiry packs/documents (non-landlords enquiries) per document	£12.00

In addition to the administration fees listed above, where required, you may also be expected to cover L&Q's legal costs and your own legal costs as part of the transaction. All fees include VAT.